

WISCONSIN DEPARTMENT OF WORKFORCE DEVELOPMENT  
Division of Workforce Solutions  
PO Box 7972  
Madison WI 53707-797972

---

TO: *Food Stamp Employment and Training Program Manual  
Holders*

FROM: *Ron Hunt, Bureau Director  
Bureau of Workforce Programs (BWP)*

*Dianne Reynolds, Section Chief  
Workforce Program and Policy Development Section*

---

RE: **Food Stamp Employment and  
Training Program Manual  
Release 03-01**

DATE: September 2003

---

**EFFECTIVE DATE** Release and effective dates are on each page in the upper left-hand corner. The 1st is the release date; the 2nd is the effective date.

Implement the instructions at application, review, and change, or, if you wish, earlier.

**CHANGES** This release identifies the following components as new activities for FSET participants: AODA Assessment (AO), Mental Health Assessment (AM), Domestic Violence Assessment (AV), Career Advancement Services (CR), Employment Counseling (CE), Employer Intervention (EI), Job Retention Services (JR), Court-Related Legal Appointments (LA), Housing-Related Appointments (HR), Personal Development (PD). In addition, the name and code of Occupational Assessment (AO) is changed to Occupational Testing (OC).

<b>Table of Contents</b>	Updated the Table of Contents in accordance with the changes listed below.
<b>2.3.2</b>	Added information on the risk of using TANF funds for transportation. Receiving TANF transportation funds longer than four consecutive months will tick the 60-month time clock.
<b>3.1.1</b>	Added as item # 4, language about informing participants at enrollment on the availability of childcare and transportation services.
<b>3.1.2</b>	Updated the extension of the 3-month time-limit requirement waiver until 3/31/04.
<b>4.4.0</b>	Moved exemptions around so that student exemptions are located together.
<b>4.8.1</b>	Table updated with new activities and new setup in consistent with the updated chart from Operations Memo 03-50.
<b>4.8.2</b>	Deleted “a household” and replaced with “an individual”.
<b>4.10.0</b>	Expanded items #1, 2 and 3 to include references to “unpaid work experience, entered employment and unsubsidized employment”.
<b>4.11.0</b>	Added “disenroll”. Added a note: “disenroll as soon as unsubsidized employment is confirmed”.
<b>5.2.0</b>	Added clarifications to items # 3 and 5 to reflect a VQ if the participant was enrolled in an assigned FSET activity and if voluntarily reduces unsubsidized work hours.
<b>5.3.0</b>	Deleted the phrase “has the discretion to “ and changed “assign” to “assigns”.
<b>5.4.0</b>	Added “or” between items # 1 and 2. Expanded the paragraph after item # 3 to reflect that a sanctioned individual may re-request FS in the last month of the sanction period or at any time following the sanction end date.
<b>5.5.1</b>	Added examples 2 and 3 to clarify different aspects of good cause reasons.
<b>5.5.4</b>	Added a page reference for a VQ sanction.
<b>5.5.5.1</b>	Corrected a typo to \$154.50.

- 5.5.6** Added a new section “Re-establishing Eligibility During a VQ Sanction Pending Period”.
- 5.5.7** New number for “Regaining Eligibility During a VQ”. Changed “from” with “during”. Deleted last sentence from item #1. Added a new paragraph with an example to item #3 to clarify whether a second VQ for the same job should be processed when UC benefits are denied.
- 5.5.8** New number for “Regaining Eligibility after a VQ”. Section revised. Deleted reference to 5.4.0.
- 8.1.1** New section number, (new grouping) changed from 8.2.0 to reflect the changes in Operations Memo 03-50.
- 8.1.2** New section number, (new numbering) changed from 8.3.0.
- 8.2.0** (AO) Occupational Assessment changed to (OC) Occupational Testing  
Created new table containing all activities related to Assessments.
- 8.2.1- 8.2.6** New sections.
- 8.3.0** New numbering. Added a new table containing all activities referring to Counseling to reflect the changes in Operations Memo 03-50.
- 8.3.1- 8.3.3** New sections.
- 8.4.0** New section and a new table containing all Educational activities.
- 8.4.1- 8.4.8** New numbering.
- 8.4.6** New definition of Job Skills Training
- 8.5.0** New section and new table to include all Employment Preparation and Retention activities.
- 8.5.1- 8.5.5** New section and new numbering.
- 8.6.0** New section and new table to include all Personal/Family Enhancement activities.
- 8.6.1- 8.6.6** New section and numbering.
- 8.7.0** New numbering and a new table to include all Work-Training activities.
- 8.7.1- 8.7.2** New numbering.

- 8.7.2.1** Added new section describing the minimum information needed in the employer contracts.
- 9.1.1** Deleted last paragraph "Exemption request to ES should be posted", added "s/he should be immediately disenrolled". Deleted "the" and added "a particular" in the note box.
- 9.1.2** Added new wording describing how to report the hours when a participant who has an unassigned job and is working less than 120 hours per month.
- 9.2.0** Added new wording to clarify reporting an activity when an individual is participating in an educational activity which is not required by FSET.
- 9.3.0** Added "to disenroll as soon as working full time is confirmed".
- 9.4.0** Added new wording to clarify reporting the status of an individual who has completed the enrollment process is between assignments and is not currently assigned to any other activity.
- 9.5.0** Added new wording to clarify the process of requesting by FSET worker to impose an FSET sanction and the steps taken before actual sanction is implemented.
- 9.6.0** Added new wording to clarify at what point that sanction becomes effective.
- MAINTENANCE**
1. Replace Table of Contents
  2. Replace Chapter 2, entire chapter
  3. Replace Chapter 3, entire chapter
  4. Replace Chapter 4, entire chapter
  5. Replace Chapter 5, entire chapter.
  6. Replace Chapter 8, entire chapter.
  7. Replace Chapter 9, entire chapter.